

Adrienne Kirkland

(b) (6)



Human Capital Analyst (Detail)

GS-301-11

November 11-6-04 to 2-15-15

- Provided management consulting and advisory services to various EPA organizations having a wide variety of positions and personnel actions. Resolves routine issues/problems requiring consideration of HR management program. Applies a comprehensive knowledge of HR management and advice on the full range of HR and assists management in fulfilling their HR management responsibilities.
- Responds to telephone and/or e-mails within one business day from the day of receipt. On a frequent basis keeps the managers and/or their representatives informed about the status of their HR request and personnel actions.
- Provides managers and employees directly applicable information on the organization's recruitment and placement procedures, practices, policies and guidelines such the 5CFR.
- Provides managers and employees with information on the agency's compensation and wage administration procedures, practices, policies and guidelines.
- Performed other duties as assigned.
- Make use of multiple recruiting strategies including special appointment authorities, such as those for the disabled, intern programs, student employees, veterans to complete placements for the organization.
- Attend recruiting outreach efforts by representing the agency at job fairs and at a meetings
- Provide quality review on SF-52's for completeness and accuracy before the approval from management.
- Provide customer service to the employees on leave bank/leave transfer and Workers Compensation. I consult with several customers on the two types of retirement plans and their beneficiary forms
- Routinely preform onboarding orientation to new and transferred employee.
- Responds to employee inquiries regarding the status of personnel or pay actions. Resolves problems for employees involving coordination with the payroll provider.

Environmental Protection Agency
Management Analyst/Human Capital Analyst
GS-343-09
June 6-2005 to Present

- Assist employees that were eligibility for VERA/VSIP and employees that have meet there MRI to retire and submit their retirement forms to the SSC.
- Submit weekly reports to the AO's from various program system. (DATAMART and FPPS)
- Acts as a liaison to coordinates and maintains communication with the colleagues at the SSC and within EPA organization.
- Provides customer service to the employees on several type of pay issues such as the leave bank/leave transfer and Workers Compensation.
- Consult with several customers on the two types of retirement plans (CSRS/FERS) and the beneficiary forms.
- Processed cash/time off awards into the People Plus system and perform quality review on cash/time off awards along with personnel actions to be forward to the authorizing official for approval in FPPS.
- Attend meetings to discuss the process for new hire onboarding thru PSB.
- Rate and rank resumes on Schedule A, Summer Hire, FCIP (Federal Career Intern Positions), MP and DE.
- Employees are being sponsored on a weekly basis thru OASIS from EPASS to receive their SMARTCARD.
- Created a filling/record keeping system to ensure that it is in compliance with record and correspondence retention requirements, security of records, disposition and destruction in accordance with National Archives and Records Administration, OPM and EPA guidance as necessary.
- Purchase card holder to order plaques and supplies for the office.
- Prepared requisitions on office supplies, materials and services.
- Submit and maintain time and attendance reports.
- Verified over 500 employees investigate request for employment data and supervisor information for PSB.

Environmental Protection Agency
Management Analyst (Detail)
10/2005-6/2006

- Detail to HCMB for 120 days to input employees eligibility retirement information into the Federal Benefit System (FEB) and to verify their service computations date. Scheduled site meetings, prepared travel arrangement, time and attendance, proof read correspondences and prepare the weekly reports.

- Created an Excel spreadsheet for SF-52's on personnel actions, employment verification, FOIA, EEO and Congressional Correspondence.

Environmental Protection Agency

Financial Specialist

6/2003-10/2005

- Provide technical assistance to EPA personnel for travel authorizations and vouchers. Responsible for analyzing federal travel documents and to ensure that travelers are in authorized travel status, vouchers are accurate, super fund sites were correct and site allocations did not exceed state reimbursable rates for travel. Ensured procedures and controls are in place which minimize opportunities for incorrect or improper payments and being responsible for any error in certified payments.
- Worked with team accountants in interpreting various appropriations, allotment restrictions, accounts and financial reports. Reviewed invoices for payment and validated data entered into a variety of basic and specialized accounts; and to make sure the accuracy of the accounting information is received for the correct classifications to determine the reimbursement.
- Performed reconciliations and analyze a variety of accounts along with entering and processing data into various systems. Reviewed data reports and financial statements along with applying the federal travel laws and regulations to processed documents in the Integrated Financial Management Systems (IFMS). Prepared weekly travel reports; contact travelers to clarify questionable items prior to the authorization of payment. Analyze the impact of funding changes and transfer obligations to accounts. Obligate, de-obligate, increase and decrease funds for account payable.
- Money owed to EPA due to illegal wastes at Superfund sites; forwarded checks to be deposit at Bank of America and the Federal Reserve Bank. Maintained the spreadsheet for payments received in Agency lock box. Planned and performed assignments in conformance with the accounting, auditing and budget.

Center for Diseases Control

Human Resources Assistant

6/2001-6/2003

- Furnished general information concerning employment within the federal government regarding pay systems, promotions, within-grade salary increases and health/life insurance. Contacted the support staff to verify acceptance of appointments and to determine if there were any problems regarding the reporting date for new hires. Performed the level of work in support of staffing and recruitment functions. Provided information to applicants, employees and supervisors in response to inquiries related to

filling positions. Conducted job analysis and established evaluation criteria prior to issuance of vacancy announcements. Applied various appointing authority criteria including qualification standards, employment regulations, procedures in assisting supervisors, managers in recruiting and selection. Provided information to managers on legal/regulatory requirements and staffing options. Rate and rank applications to determining whether minimum requirements were met in qualifying for position; preparing a certificate for internal/external applicants. Applies various laws and regulation by using the 5 CFR. Assisted the Human Resources Management database for a position description library.

- Prepared a variety of reports using the human resources information system.

General Missionary Baptist Convention of GA, INC.

Financial Secretary

Ninth District Ushers Ministry

Atlanta, GA

- Financial Secretary for thirty-three churches, established yearly cost budgets for revenues and expenses. Participated in overall budgetary planning and provided input to support the development of financial strategies and operational plans. Maintain an accurate record of all the accounts for monitoring church investments. Maintain effective communications with the Trustee Board and Clergy. Prepared proposals to present to the Trustee Board in order to procure banquets and programs for large audiences. Prepared quarterly annual reports for event expenses. I prepared travel arrangement, file travel claims, arrange daily schedule, organized conference and coordinated off site meetings.

Internal Revenue Service

Management Assistant

3/2001-6/2001

- Provided assistance in the development, coordination and implementation in establishing division offices. Coordinated personnel issues with the Human Resources Management Branch. Responded to request on Personnel Actions such as recruitment, reassignment, details and promotions. Created and maintain a record system for management studies and program evaluations, compiled standard/routing reports, conduct research assignments to facilitate the review and analysis of studies within the Security Division; assisted with the final preparation in of reports with editing. Scheduled travel arrangements, input travel claims, submit and maintain time and attendance reports.

- Arrange conference and coordinate off-site work meetings. Served as a Contract Administrator for the requisition of supplies and service through procurement. Worked w to prepare a SOP for Procurement and a purchase card holder. I ordered supplies thru Corporate Express; once the supplies were delivered I did a quality review on the quantity shipped, description, unit price, item number and extended price. Whenever a taxpayers were in delinquent or default on their established payment agreements, I would freeze their bank accounts until new payment arrangements were established. I used the purchase card to order office equipment for service on the copiers, fax machines or computers. I also used the purchase card to have keys made for several of the offices in the building since I was the key holder.

Internal Revenue Service
Classification Assistant
4/1999-3/2001

- Fax procedures to customers when they request to have a desk audit and place all standard position descriptions on the IRS intranet. Desk audits request were given a control number. Standard position descriptions were placed in a centralized location for employees to make copies.
- Reports were printed weekly to determine how many employees requested a desk audits, higher-grade duty, grievances files or changed to lower graded positions. Reviewed classifiers correspondence prior to recipient to the ARA, Division/Branch Chief's signature. Interpret and applied standards in order to make recommendations for an employee proper grade, series and title of the position. Written position descriptions and reports were presented facts and conclusions that justified classification actions.
- Attend monthly meetings with the Assistant Regional Administrator, Division and Branch Chief along with the Union Stewardess to give feedback on the status of performed desk audits.

Internal Revenue Service
Personnel Clerk
10/1996-4/1999

- Screened incoming work, identified and resolved discrepancies. All reference materials were given a stationary location and a control number pertaining to the desk audit. Meet and greet visitors, transfer phone calls to the appropriate classifiers and submit time and attendance. Informed employees via e-mail or phone call regarding on the status of their request for a desk audit.
- Made ravel arrangements, filled travel claims, arranged daily scheduling, organized conference and coordinate schedules for off-site meetings. Took pictures of new hire employees and issued them an ID badge and to ensure signatures were on file when issuing employees/managers a key to their office.

Internal Revenue Service
(Lead) Civilian Pay Technician
6/1991-10/1991

- Served as team work leader for processing pay transactions pay transactions. Monitored and directed work activities that involved pay documents to determine accuracy of payments and the need for collection action to ensure proper payments. Performed informal training and cross-training on employee entitlements, regulatory guidance, finance operating procedures and transaction processing. Researched and calculated retroactive adjustment and trace errors that involved corrections of pay and leave. Prepared reports, correspondence and provided sound recommendations for approval or disapproval. Provided assistance to employees in the understanding of federal life and health benefits, enrollment guidance and assisted with thrift savings. Explained Workers' Compensation Benefits to employees.
- Developed plans to implements recommendations and changes of procedures and initiated procedural instructions. Travel to several states to conduct formal training to new manager and secretaries. Utilized oral and written communications to respond to pay questions and requested verifying information.
- Used automation system such as Microsoft Office to perform daily functions of the position. Served as a subject-matter expert for timekeepers and certifying officials. Researched issues and provided guidance on regulations, Office Personnel Management (OPM), Executive Order (EO), National Treasury Employee Union (NTEU) contract restrictions and bureau policies relation to proper leave usage and positing of time and attendance reports.
- Discussed errors with the timekeepers and provided training/guidance on where and how to research issues. Prepared employees performance appraisals and worked as the Coordinator for the Leave and the Leave Sharing Program.

Internal Revenue Service
Time & Leave Clerk (OA)
6/1987-4-/1991

- Worked at IRS on the night shift personnel office with employees working in the Staffing, ER/LR, Timekeeping, and Director/Section Chief. Worked to serve as a timekeeper in the payroll department for the IRS. Conducted pay and leave audits on employees discrepancies. Entered transactions in the automated pay system, HR Connect,
- Reviewed, determined and processed employee pay action for entitlement along with their allowance. Monitored employee statues on Leave without Pay (LWOP), tracked overtime dollars each pay period and the accounting/appropriation data. Transmit the

time and attendance files biweekly to the National Finance Center (NFC). Advised and assist employees along with the administrative staff on HR Connect.

- Weekly reports were distributed to the timekeeper from the NFC for appropriated corrections. Prepared written requests (AD-343) for manual adjustments that consisted of leave adjustments on indebtedness. Received personal checks, cash from an indebtedness and jury duty fees that were to be sent to the NFC.

Internal Revenue Service

Data Transcriber

5/1987-5/1988

- Entered the different types of income tax returns; correct the city codes and edit errors on long and short entitles. Perform quality review on tax returns that were input into E-file system; determine their error rate on the Data Transcribers to receive a monthly bonus check.

Internal Revenue Service

Mail Processing Equipment Operator

2/1987-5/1987

- Set up machine of operations. Make routine adjustments to operate and feed mechanisms for processing outgoing mail. Performed maintenance duties, insured the proper documents were inserted into the mail machine according to the job order.

Education:

- Clark College 8/1985-12/85
Atlanta, GA
- Stillman College 8/1984-5/1985
- Tuscaloosa, AL

Job Related Training:

- Purchase card holder 2014
- Delegated Examining with OPM 2014
- Defensive Driving Course 2011
- Basic Classification 1999
- Guide to Personnel Action 1997 & 1999

- Staffing & Recruitment 1997 & 2001
- Appropriation Law for Finance 2005
- Project Officer 2005
- Project Management 2006
- Federal Emergency Management Team 2006-2010
- CPR & FIRST AID 2006 & 2008
- Emergency Responses Training Class 2008-2010
- Excel II 2008 & 2010
- PowerPoint 2008 & 2010
- Word 2008 & 2010

Languages:

- Basic Sign Language

Affiliations:

- Brides with Breast Cancer 2013
- Veteran Outreach Community Foundation, Inc.
Board of Director, Grant Researcher & Event Coordinator 2010
- National Action Network, Inc. 2010

Additional Information:

- Emergency Response Team with EPA 2008 to Present
- Region 4 EPA HCMB- Finalist 2007-2009 at the Federal Executive Board Luncheon
- Time off Award- 2006, 2007, 2008, 2013-2015
- 20 Years of Service 2007
- Cash Award 2006-2009 & 2015
- EPA Bronze Award 2006, 2008, 2013 and 2015
- Type 45 wpm
- Manager Award (TO) 2005
- Office Automaton Computer Skills
- Excel
- Microsoft Outlook
- Word
- IFMS
- PowerPoint
- GOVTRIP
- PeopleSoft or People Plus
- Concur
- DATAMART
- FPPS

- Certificate as a Cadre Instructor with Dept of Treasury 1990